Chapter 3

China Lake Pay Demonstration

Chapter Overview

Introduction

This chapter explains how modern DCPDS is used to manage the personnel assigned to the China Lake Demo Project.
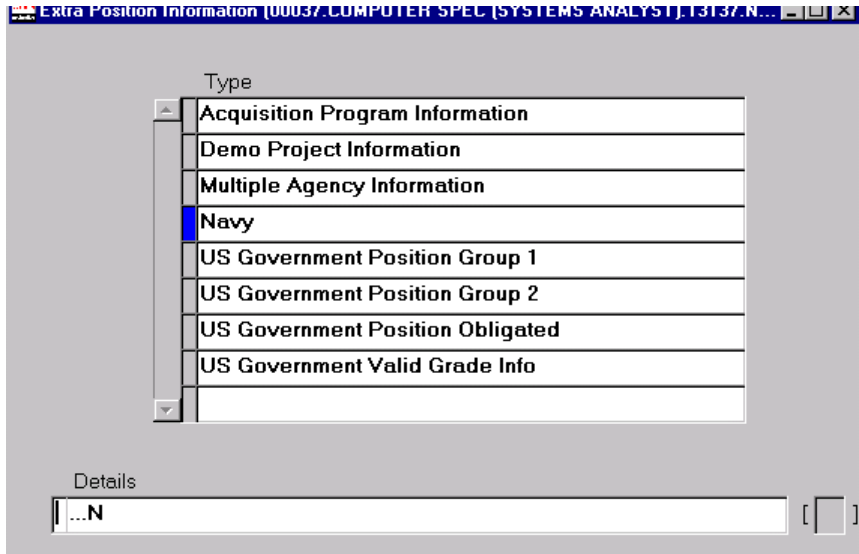
Chapter Contents

China Lake Demo - Position Builds

Purpose   This section explains the steps for building China Lake Demo Positions.
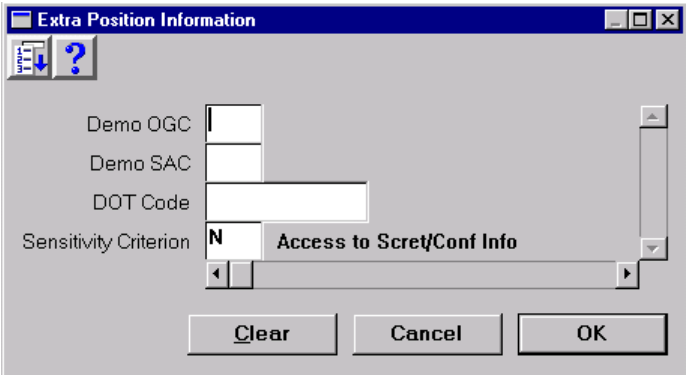
Position Actions

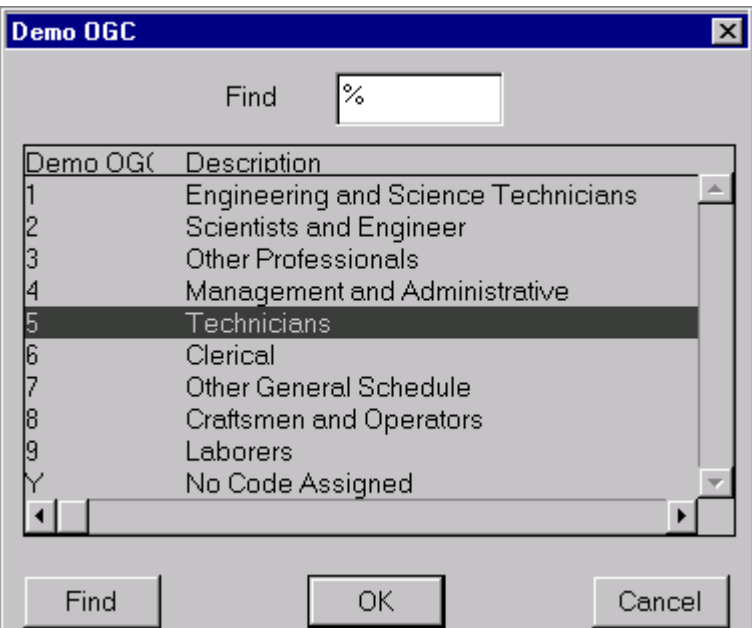| Step	Action
1	Refer to Module 2, Position Management and Classification in the Modern DCPDS, Chapter 1, Building a Position to build a Demo Project position following the steps in the Section - Building a Position.
2	When completing the **Extra Position Information** Window**,** select **Navy** (**do not** select **Demo Project Information)**. Click the *Details* data field.

China Lake Demo - Position Builds, Continued
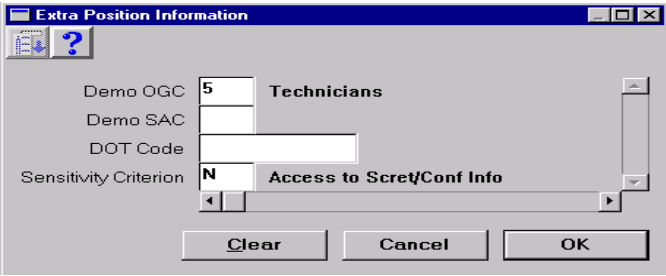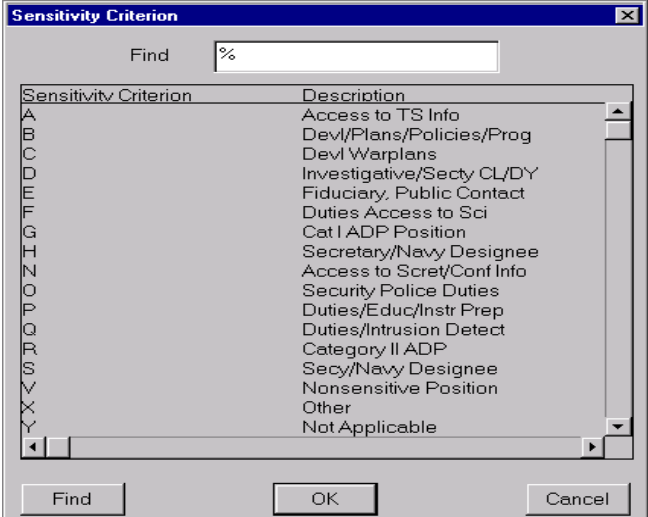
Position Actions (continued)

Step	Action
3	The **Extra Position Information** Flexfield displays. In the *Demo OGC* data field, type in the data or use the LOV.
4	The **Demo OGC** Flexfield displays, if using the LOV. Select an Occupational Group Code for the position. Click **<OK>**.

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China Lake Demo - Position Builds, Continued
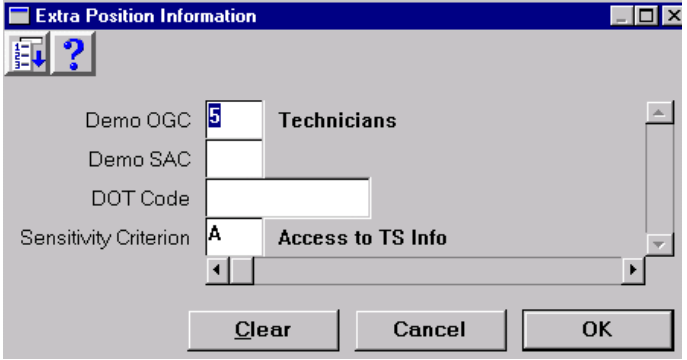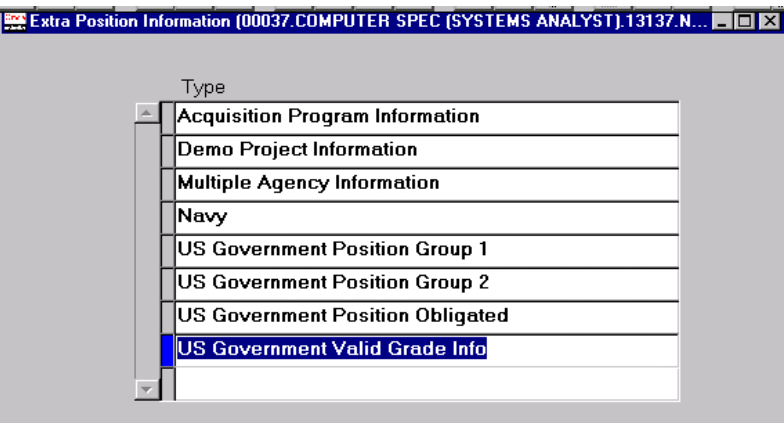
Position Actions (continued)

Step	Action
5	The **Extra Position Information** Flexfield displays with *Demo OGC* and *Sensitivity Criterion* data fields populated. **All** China Lake Demo positions (*Demo Location Code* = **1**) require a *SAC* (Specialty Area Code). This information is found on the first page of the position description (also called a PAC for Demo). Some positions have multiple SACs, the "Primary" one must be the one that is entered here.
6	If you want to change the default in *Sensitivity Criterion*, click the LOV and make a selection; e.g. "A." Click **<OK>**.

China Lake Demo - Position Builds, Continued

Position Actions (continued)

Step	Action
6 (cont)	The *Sensitivity Criterion* is changed. ♦ Example: **Extra Position Information** Demo OGC **5** Technicians Demo SAC DOT Code Sensitivity Criterion **A** Access to TS Info Clear Cancel OK
7	Click **US Government Valid Grade Info**. Click the *Details* data field to input China Lake Demo pay plans and grades. **Extra Position Information (00037.COMPUTER SPEC (SYSTEMS ANALYST).13137.N...** Type Acquisition Program Information Demo Project Information Multiple Agency Information Navy US Government Position Group 1 US Government Position Group 2 US Government Position Obligated US Government Valid Grade Info **Note:** Valid Pay Plan and Grade combinations are DA/DS/DT 00, 01, 02, 03 or DG 00, 01, 02, 03, 04, 05 or DP 00, 01, 02, 03, 04, 05. GS data is inappropriate. All data must be Demo Pay Plan(s) applicable to this demo.
9	Continue completing position build by following this section in the User Guide, to include Validating the Position section.

China Lake Demo – Personnel Actions

Purpose	This section explains the steps for processing personnel actions unique to China Lake Demo employees.

Personnel Actions	All RPA processes and OPM NOAs are used for this demo **except:** • 885 (Performance Award), • 892 (WGI). • 888 (WGI Denial). *Pay Plans* are equal to DA, DG, DP, DS, or DT. The following *NOA*s are used to document actions. The *Authority Code* for these NOAs is usually **ZLM 45 FR26504**.

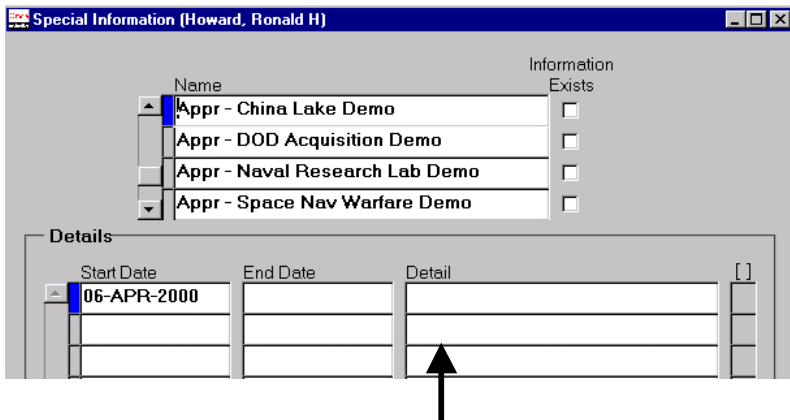| *NOAs*	Explanation
L891	Merit Increase (when Demo Location Code is equal to a "1")
L889	Performance Award (Bonus) (See Mod 5, Chap 3)
894	Pay Adjustment
899	Step Adjustment
3##	**Separations**: **Note:** When a demo employee separates, OPM requires they be separated under the demo pay plan and that the separation action, no matter what type, documents the demo information. GS equivalencies are recorded in the remarks on these NPAs (SF50s).
	Navy Uniques:
X0O	NV-DEMO-SAC
X0T	NV-DEM-OGC
XN1	NV-PERM-PP
XNY	NV-PERM-GRADE
XNZ	NV-PERM-STEP
XO7	NV-PERF-CONSTRAINT-IND
XO8	NV-DEMO-INCREMENTS-HELD
XO9	NV-DEMO-BONUS-IND
XN6	NV-DEMO-BONUS-REASON

China Lake Demo – Appraisal Input

Purpose   This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the Modern DCPDS, Chapter 2, Performance Award Information.

Appraisal Input Upon accessing an employee to the system, the **US GOV PERF APPRAISAL** automatically populates only the date the first appraisal is due. The first appraisal is due immediately upon appointment.
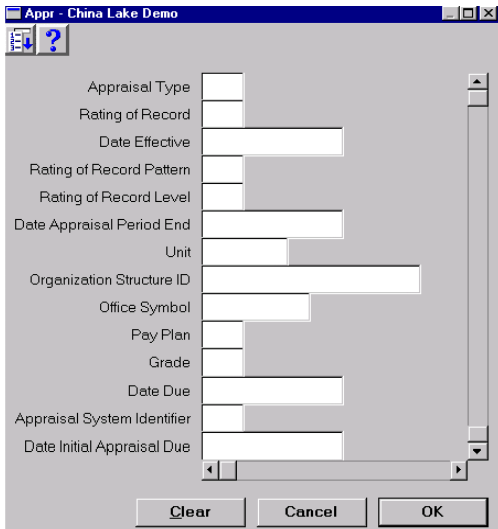
- All employees newly entered into the Demo (whether a new hire or a current non-Demo employee moving into a Demo position) require input of a Demo performance rating at the time they enter. This entry rating is **always** an "H" (Ineligible) rating effective the same day as the entry into Demo.
- When it is time to input the appraisal, **do not** enter it in the **US GOV PERF APPRAISAL** Flexfield.
- Enter it in **Appr - China Lake Demo** using the steps in Module 1, Fundamentals of the Modern DCPDS, Chapter 5, Updating and Viewing the Employee Record, Section, Using Special Information Type.

Step	Action
1	On the populated **People** Window, click <**Special Info**>. The **Special Information** Window displays: Scroll down and select **Appr - China Lake Demo**. Click in the *Details* data field.

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China Lake Demo – Appraisal Input, Continued

Appraisal Input (continued)

Step	Action
2	The **Appr - China Lake Demo** Flexfield displays. Type in data or use the LOV. Click **<OK>**. The *Detail* data field populates with the data.
3	Click **Save** on the Toolbar. **Note:** Using the data input, the system automatically populates the Fed appraisal area. The appraisal rating code, however, is converted from Navy alpha values to the equivalent OPM numeric values to flow to CPDF properly.

China Lake Demo – Mass Payout

Purpose	This section explains how to process a Mass Payout. The yearly Demo Payout process occurs outside the RPA process and is processed by the personnel office only.

- Line Managers and supervisors have no responsibility for accomplishing the China Lake Demo payout.
- HR personnelists at China Lake and HRSC-SW (San Diego, CA) are jointly responsible for the input and execution of the payout.
    - The HRSC-SW is responsible for the execution of the mass payout process.
    - The China Lake HRO is responsible for providing the up-dated pay information necessary for the HRSC-SW to process the manual payout actions.

Note: All bonuses, except for individual ones, are an integral part of the mass payout and will automatically generate by this routine with *NOA* L889 and *Auth Code* ZLM 45 FR26504.
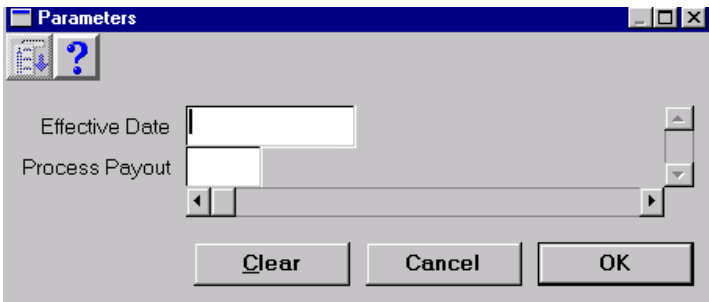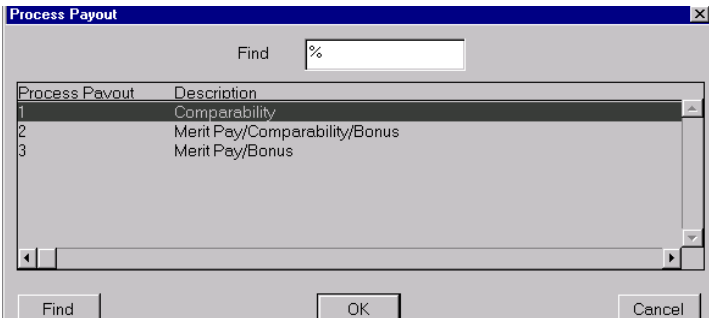
Mass Payout	For detailed information, follow the steps outlined in Module 1, Fundamentals of the Modern DCPDS, Chapter 8, Reports, Section, Submitting Report Requests.

Step	Action
1	From the **Navigation List** → *Processes and Reports* → *Submit Processes and Reports* → <**Open**>. The **Submit Reports** Window displays**.**
2	Place your cursor in the *Name* data field and click the LOV. The **Reports** Window displays a listing of reports available.

China Lake Demo – Mass Payout, Continued

Mass Payout (continued)

Step	Action
3	Highlight **China Lake Mass Payout**. Click <**OK**>.
4	The **Parameters Flexfield** displays: Enter a date in the *Effective Date* data field. .
5	Click *Process Payout* data field. The **Process Payout** Flexfield displays: .
6	Select an option: | Process Payout	Description | |---|---|
1 Comparability	Identifies the January payout when only comparability is being done.
2 Merit Pay/ Comparability	Provided in the event Congress changes the pay dates in the future and all pay changes occur on the same date.
3. Merit Pay/Bonus	Used in October when only merit increase and bonuses are being done.	

China Lake Demo – Mass Payout, Continued

Mass Payout (continued)

Step	Action
7	Click **<OK>** and the **Parameters** Flexfield displays again with the *Process Payout* data field populated.
8	Click **<OK>** and the **Submit Requests** Window displays populated. ![Submit Requests window showing Type Request, Name China Lake Mass Payout, Parameters 15-APR-20.1, Print Options with Copies 1, Style A4, Printer b127_p0187ps, Save Output unchecked, Run Options Resubmit Never, To Start 06-APR-2000 08:49:43, End Resubmission blank, Submit button, Submission History columns Type, Name, Parameters, Request ID]
9	In the **Print Options** Area: • In the *Copies* data field, enter "0." The China Lake Demo uses the SF50 that is automatically generated by the system. If you enter a value other than "0", you will still receive the SF50 and will also receive the number of copies of the Federal SF50 you entered in the field. **Note:** The Federal SF50 does not print correctly for Demo grade "0A." Entering a value other than "0" for the number of copies will result in bad SF50s for these employees. • To change the printer settings, place the cursor in the *Printer* data field, and click the LOV to select a printer other than the one displayed (some requests may have a required printer option that you cannot change).

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China Lake Demo – Mass Payout, Continued

Mass Payout (continued)

Step	Action
10	Click **<Submit>**. **Note:** The system retrieves the data for all employees and: - Creates an RPA process. - Outputs the customized NPA (SF 50) instead of the Fed (NPA). - China Lake **does not** use Roman numerals for the grade. - Outputs a payroll record and any other required interface records. - Updates the employee record. Once the process has completed, the Demo NPAs can be printed.

Payout Actions

Demo Bonuses:

The China Lake Demo Bonuses are an integral part of the performance appraisal process. They:

- Are fully integrated with performance and are always given at the same time.
- Must be given with the performance appraisal that occurs at the end of the annual performance cycle and at no other time during the year.
- Are date specific. They have the same effective date as the performance rating and do not carry over from year to year.
- Are received as an award only in the year it is given.

Note: Requested future system change requests have been submitted to add data elements for *Bonus* and *Bonus Reason*.

China Lake Demo – Mass Payout, Continued

Payout Actions (Cont)

Locality Pay:
- Maintained in a separate data field like all other employees.
- Amounts and percentages/retained percentages are stored in employee and position records the same as for GS employees.
- OPM established locality rates serve as anchors to the Demo Project pay bands.
- This logic applies only to the **China Lake Naval Air Warfare Center**, **Weapons Division Demonstration Project** (when *Demo Location Code* is equal to "1" and *Pay Plan*/future dated *Pay Plan* is equal to a DA, DG, DP, DS, or DT).
- Except for special rates, the top and bottom of the demo Pay band will not exceed the established OPM locality rate for the area the demo project is located in.
    - Due to differences between the computation methods for demo project pay scales and GS pay scales, there may be variations in the locality amount for the steps within the demo pay scale from what might be expected under pure GS rules.
- These fields flow to the **DCPS Payroll 500**-character record in the same manner as for GS positions/employees.
- When an edit or routine references *locality pay* for Demo Project positions, the system looks up the value on the correct salary table or computes the value based on the *Pay Table ID*.
    - Examples:
        - For employees on **pure** locality scales (*Pay Table ID* equal to M000), the basic salary is from the pay table, but the locality amount and adjusted basic salary are computed by the system.
        - For employees on **non-pure** locality scales (*Pay Table ID* is **NOT** equal to M000), all of the salary values are on the pay table and all elements of their pay are system generated from the pay table.
        - The Value of a Bonus (B) is equal to one increment (1). This is computed by finding the difference between Increment 2 and Increment 1 of the payable salary for the subject Demo pay band.

Note: China Lake Demo **does not** include retained grade, only retained pay; therefore, it is not necessary to look at or perform any calculations against the retained grade area.

China Lake Demo – Mass Payout, Continued

Non-Payout Actions

Employees who	Condition/Action
Are Entitled to Pure *Locality Pay*	If *Demo Location Code* is equal to "1" and the employee is entitled to **pure** locality pay; (Locality Percent) is greater than 0000 and *Pay table ID* is equal to M000; the system will multiply basic pay times the locality percent to determine the locality amount.
Receive Non-Pure *Locality Pay*	If *Demo Location Code* is equal to "1" and the employee is entitled to locality pay (Locality Percent) is greater than 0000 and *Pay Table ID* is not equal to M000, the system will compute the pay action as follows: • If the current or new step is **not** equal to "00", then the new values for *Basic Salary*, *Locality Amount*, and *Adjusted Basic Salary* are determined by the system looking up the **new** salary key on the China Lake Pay Table and updating the elements in the employee record. • If the current or new step is equal to "00", then the new values for *Basic Salary*, *Locality Amount*, and *Adjusted Basic Salary* must be inputted **manually**.
Are Not Entitled to *Locality Pay*	If *Demo Location Code* is equal to "1" and the employee is not entitled to local pay, the Adjusted Basic Pay is the same as the Basic Pay and the system looks it up on the pay table.

China Lake Demo – Individual Payouts

Purpose This section explains the four types of individual payout actions that may be necessary for China Lake Demo employees:

- **L889 Performance Award** - used for Bonus Performance Award with *Authority Code* of ZLM 45 FR26504 instead of *NOA* 885. If an individual payout is needed for an employee with a current performance rating of "H" and **no** Bonus, process an RPA with *NOA* 894, Pay Adj**,** and *Authority Code* ZLM 45 FR26504.
- **L891 Merit Increase**.
- **894 Pay Adjustment**.
- **899 Step Adjustment**.

Before you Begin To input the payout actions manually, one by one:
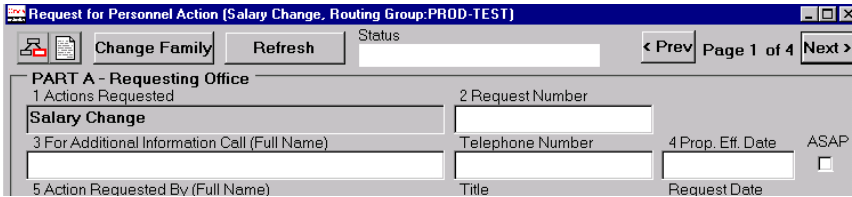
- First, complete all four pages of the RPA.
- Lastly, complete <**Extra Information**>.
- Route the RPA, save it, and *Update HR*.
- When you delete the "X" in the *Print Notification* area and click **<OK>** for approval, you may see some reject messages.

Note: Some reject messages on demo-unique items display at this point: Example: "You are not authorized to use an NOA 892 or 893."

Follow the steps in Module 3, Processing Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action or use the following quick guide:
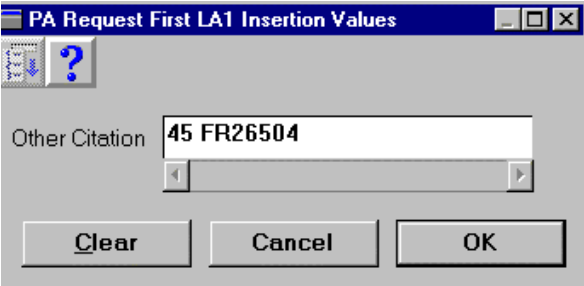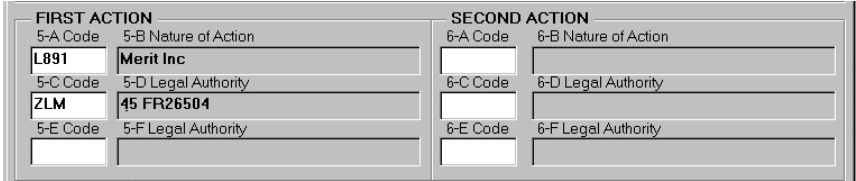

Merit Increase

Step	Action
1	On the **Navigation List** → *Request for Personnel Action* → *Salary Change* → **<Open>**. The RPA displays with **Salary Change** in *Actions Requested* data field.
2	Complete *Part A – Requesting Office* Region.

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China Lake Demo – Individual Payouts, Continued

Merit Increase (continued)

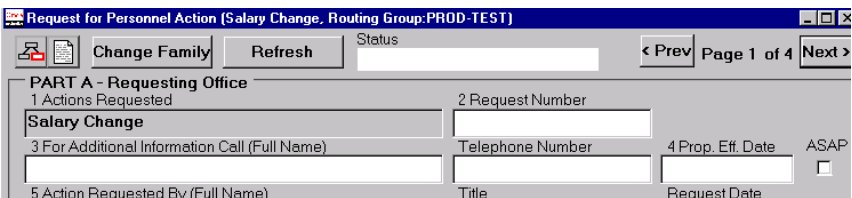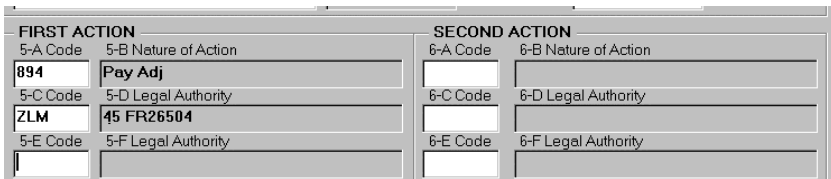| Step	Action
3	Click in the *Name* data field of *Part B – For Preparation of SF50* Region. Click the LOV and select the employee's name or type in the information.
4	Type **L891** in *5- A Code* data field. Data Field *5-B Nature of Action* populates with "Pay Adj." Type **ZLM** in *5-C Code* data field. With the cursor still in *5C*, press the [Tab] key. The **PA Request First LA 1 Insertion Values** Window displays. In the *Other Citation* data field, type "45 FR26504." Click **<OK>**. Data field *5-D Legal Authority* populates:
5	Continue with the remaining steps to complete the RPA.

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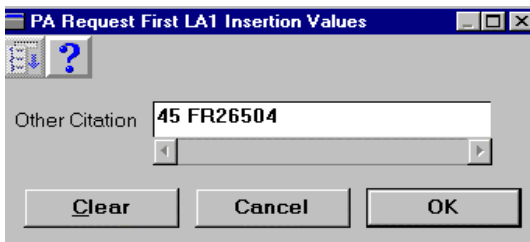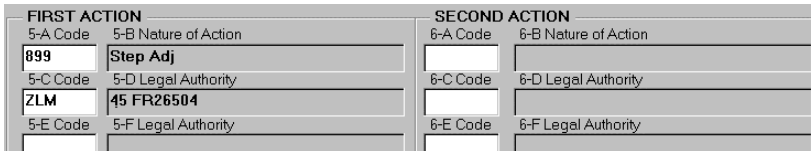
China Lake Demo – Individual Payouts, Continued

Pay Adjustment

Step	Action
1	On the **Navigation List** → *Request for Personnel Action* → *Salary Change* → **<Open>**. The RPA displays with **Salary Change** in *Block 1 Actions Requested* data field of *PART A – Requesting Office* Region:
2	Complete *Part A – Requesting Office* Region.
3	Click in the *Name* data field of *Part B – For Preparation of SF50* Region. Click the LOV and select the employee's name or type in the information
4	Type 894 in *Block 5-A* of the *FIRST ACTION* Region.
5	Continue to complete the RPA and **Save** it.
6	To print the NPA (CUSTOM DEMO SF-50), you must: • Click the "X" in the Box next to *Print Notification* to deselect Fed version NPA. • Select "*Approval*." • Click <**OK**> to automatically print the custom NPA. • The *Demo Pay Plan* should print on the NPA *FROM* and *TO INFORMATION* Region, *Pay Plan* data fields as appropriate for the NOA. • The grade should print as an Arabic Numeral in the *FROM* and *TO INFORMATION* Region, *Grade* data fields as appropriate for the NOA. • China Lake does not use Roman numerals for grades; *Grade* "00" prints on the NPA as "0A."

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China Lake Demo – Individual Payouts, Continued

Step Adjustment

Step	Action
1	Follow the steps in Pay Adjustment as detailed above, except in Step 4, type 899 in *5-A Code* data field. Data field *5-B Nature of Action* populates with "Pay Adj."
	Type ZLM in *5-C Code* data field. With the cursor still in data field *Block 5-C,* press the [Tab] key. The **PA Request First LA 1 Insertion Values** Window displays.
	In the *Other Citation* data field, type 45 FR26504.
	Click **<OK>**. Data field *5-D Legal Authority* populates.
2	On *Page 2* of the RPA, type in the new step in data field *19 – Step or Rate*.
3	Continue with the remaining steps to complete the RPA.